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Department of Administrative Services

RISK MANAGEMENT UNIT

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CATHERINE A. KEANE
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To: All Agency Human Resources Representatives and Wellness Coordinators

From: Catherine Keane, Director of Risk and Benefits

Date: July 25, 2016

Re: **Weight Watchers at Work Program**

We are very excited to announce that it is now possible for agencies to host their own Weight Watchers (WW) at Work Program!

As an Anthem approved Community Health Education Reimbursement Program (CHERP) weight management provider, Weight Watchers is permitted to hold onsite meetings in the workplace if an agency has at least 15 employees interested in attending a 12 week session or 20 people interested in attending a 17 week session.

This memo and its attachments provide important information about starting a WW at Work Program at your agency.

Eligibility to Participate in WW at Work:

Eligibility to participate is limited to **State employees** who are permitted to access the meeting location abiding by building safety and security policies. With the prior approval of their supervisor, an employee may elect to use approved leave time to attend a meeting scheduled during the official workday.

It is the State's policy to allow employees to participate in WW at Work meetings during non-work hours, i.e. during lunch hours, or before or after the official workday, if space is available and with the permission of the host agency head or designee. If State space is used before or after work hours, building access and security concerns must be addressed in advance.

To get started, just follow these easy steps:

Step 1: Survey Employee Interest at Your Workplace: *Weight Watchers requires a minimum of 15 people to sign up in order to host a meeting at the workplace.*

- A. Determine your agency's desired meeting series duration (12-week or 17-week series).
- B. Determine your agency's interest including best location, day and time to hold the meetings. Attached are two options to poll employee interest:
 - a. Have employees sign up for an information session by using the attached "At Work Meeting Interest Sign-Up" sheet, or
 - b. Ask your employees to complete the applicable 12-week or 17-week Employee Interest Survey

Step 2: Schedule an Info Session for Employees to Register for the WW at Work Program:

Contact Randi Bershak, Weight Watchers Regional Sales Manager, as soon as you have at least 15-20 people interested in attending a WW at Work Information Session or if you have any WW at Work questions. Randi's direct line is 410-329-3011, or you can email her randi.k.bershak@weightwatchers.com. **Please do not provide Randi's contact information to employees.**

Step 3: Assign an agency contact to work with the WW Leader:

This person will assist with meeting logistics:

- Act as the point of contact for the WW Leader
- Provide you access to workplace marketing materials
- Schedule a room for the weekly meetings
- Provide a secure storage area for two boxes that contain the scales and weekly WW at Work Program materials.

Step 4: Promote the Program

Randi or your WW Leader will help you promote the WW at Work Program with emails and flyers, including an "At Work Frequently Asked Questions (FAQ)" sheet that answers many of the questions you or your employees may have. (FAQ attached.)

Step 5: WW at Work Enrollment and Payment Options

- Enrollment and Payment is made directly to WW with the WW Leader.
 - 12-week series pricing for WW at Work is \$156 (\$13/week)
 - 17-week series pricing for WW at Work is \$186 (\$10.94/week)
 - Promotions and specials are in addition to the standard regional WW at Work pricing
- Agency contacts will learn if there are special promotions running at the time the meeting series is launched.
- Registration and payment for the WW at Work Program is due at the time of the information session to the WW leader – one week prior to starting a series. Employees can pay by the following methods:
 - **3 split payments with check:** Members can write 3 upfront checks (the checks will be deposited every 30 days).
 - **Payment in Full:** 1 lump sum payment with Visa, MasterCard, Discover, Amex, check or cash.
- **Get Reimbursed through CHERP to Participate:**
Employees who are participating in the State's Anthem medical benefits are eligible to be reimbursed up to \$150 per year for participating in an eligible program (CHERP Reimbursement Form attached), including WW at Work. If employees want to learn more about CHERP, they can call Anthem Member Services at 1 (800) 933-8415.

Please note, in order to be reimbursed for attending the WW at Work program, you must attend 11 meetings out of the 12-week series or 16 meetings out of the 17-week series.

If a WW at Work session is missed, employees may make it up by attending any community session in the area. Go to www.weightwatchers.com and click on 'Find a Meeting' for a list of meeting locations by zip code.

- **Flexible Spending Account (FSA):**
Attached to this memo is a flyer that explains how WW at Work may be eligible for reimbursement under a Medical FSA. For additional IRS requirements, please call ASIFlex at (800) 659-3035 or email at asi@asiflex.com for FSA questions related to IRS requirements for WW membership reimbursement.